

NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

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**ANNOUNCEMENT NUMBER: 19-400T      OPENING DATE: 3-Oct-19    CLOSING DATE: 24-Oct-19**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

Budget Analyst, GS-0560-09, E-3/PFC - E-9/SGM, MPCN: 1921-408

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**APPOINTMENT FACTORS:** OFFICER ☐      WARRANT OFFICER ☐      ENLISTED ☒

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**KNOWN PROMOTION POTENTIAL: NONE**

**SALARY RANGE:**

\$53,187.00-\$69,140.00 PA

**SUPERVISORY** ☐    **MANAGERIAL** ☐

**NON-SUPERVISORY/NON-MANAGERIAL** ☒

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**LOCATION OF POSITION:**

Arizona Training Center (AZTC) - PPMR, Phoenix AZ

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:**

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Army National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit complete ERB and/or other documentation to verify possession of MOS.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT:** Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, in a military unit supporting JFHQ and must possess the following MOS: 42A or 36B

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.
- Dependent on the position's certification level and contingent on the rank on the employee's military rank, applicant **MUST** complete the higher financial management certification **within 24 months of appointment** to the position.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:      YES ☐      NO ☒  
PCS may be offered:                              YES ☐      NO ☒

**NOTES:**

Note: This position is subject to rotating shifts, night shifts, and weekends/holidays.

Note: Applicant must possess a valid state driver's license.

Note: Applicant must possess or be able to obtain the proper clearance type and level within one year of appointment.

Note: Applicant must complete all Financial Management Program education and training.

Note: Applicant must complete the requisite quantity of CETs every two years to sustain the achieved certification level.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of National Guard Bureau, USPFO, and state directives, policies, procedures and regulations to advise program managers on the preparation and submission of budget estimates, justification for funds, and requests for allotments.
2. Knowledge of installation finance and budget functions, base operating service, training site operations, logistical support activities, NGB field operating activities and state operating entities to assure mission essential functions are supported.
3. Knowledge of government (state and federal) purchasing and contracting procedures needed to obtain required equipment, supplies and services.
4. Knowledge of audit and review procedures to assure timely use of funds in support of mission requirements and approved programs.

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**SPECIALIZED EXPERIENCE:** Must possess at least 12 months of finance budget experiences and competencies that provided knowledge of financial principles and procedures. Candidate must have a good understanding of the basic principles and concepts of the National Guard financial budget business program requirements. A candidate must have experiences and training that demonstrate the abilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures.

**BRIEF JOB DESCRIPTION:** This position is located at the AZTC, Phoenix, Arizona. The purpose of this position is to serve as the principle financial advisor to the Army National Guard Major Training Area (MTA) Manager, providing technical assistance concerning the overall fiscal management program including; preplanning, budgeting, programming, funds allocation, procurement, commercial accounts management, payrolls, accounting, internal controls, auditing, and reporting. Assists the MTA Manager in determining the significance of management decisions on financial plans and other fiscal matters.

**SELECTING OFFICIAL:** MSG Rigoberto Andrade

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